

**(PROPOSED TIMETABLE)
CO-ORDINATED ADMISSION SCHEME FOR
LANCASHIRE SCHOOLS AND ACADEMIES 2018 / 2019
SEPTEMBER 2018 INTAKES**



SECONDARY		PRIMARY	
DATE	ACTION	DATE	ACTION
1st September 2017 (Friday)	Online application system goes live and requests for paper forms / booklets accepted and considered	1st September 2017 (Friday)	Online application system goes live and requests for paper forms / booklets accepted and considered
31st October 2017 (Tuesday)	Closing date for applications (statutory)	15th January 2018 (Monday)	Closing date for applications (statutory)
6th November 2017 (Monday)	Primary schools / academies to forward any paper applications to Area Pupil Access Teams		
24th November 2017 (Friday)	Preferences information exchange with other admission authorities	9th February 2018 (Friday)	Preferences information exchange with other admission authorities
15th December 2017 (Friday)	Admission authority to confirm intention to exceed PAN with the LA	16th February 2018 (Friday)	Admission authority to confirm intention to exceed PAN with the LA

15th December 2017 (Friday)	Prioritised (ranked) lists back to the Local Authority	9th March 2018 (Friday)	Prioritised (ranked) lists back to the Local Authority
22nd January 2018 (w/c Monday)	Further exchange of lists with other admission authorities		
12th February 2018 (Monday)	No changes at all can be made to offer letters after this date	2nd April 2018 (Monday)	No changes at all can be made to offer letters after this date
19th February 2018 (w/c Monday)	Issue finalised offer lists to secondary schools / academies	9th April 2018 (w/c Monday)	Issue finalised offer lists to primary schools / academies
1st March 2018 (Thursday)	Issue offer letters (statutory date is 1st March or the next working day)	16th April 2018 (Monday)	Issue offer letters (statutory dates)

The closing dates and offer dates are national statutory requirements. The dates of exchanges of information may on occasion vary slightly by agreement to take into account localised issues associated with workload and / or specific situations affecting a school / academy or a group of establishments. Occasionally delays may occur as neighbouring authorities will be working to different timetables.

Where a statutory offer date is on a weekend or public holiday Lancashire's online system will go live on that day allowing online applicants to access their offer. In these circumstances and for paper applications letters will (where workload allows) be issued on the previous working day and are likely to arrive after the online system notifications.